

4/9

STAT

INTELLIGENCE COMMUNITY STAFF

9 April 1984

MEMORANDUM FOR: C/HUMINT Cmte
C/SIGINT Cmte
C/COMIREX
VC/CIPC
D/PBS
D/PPS
D/CCIS
C/AS

FROM:

EA-D/ICS

SUBJECT: SOP for Military Award and
Promotion Ceremonies

Attached for your information is an informal reference sheet to guide OD/ICS in organizing military award and promotion ceremonies. AS/Personnel has important responsibilities in initiating actions in this area, but often office chiefs are the first to learn of upcoming awards and promotions affecting their military personnel. I would appreciate your bringing them to my attention as soon as you are aware of them, so that I can arrange appropriate ceremonies promptly.

INFORMATION

Intelligence Community Staff
Military Award/Promotion Ceremony Procedures

The Director, Intelligence Community Staff, will ordinarily preside over ceremonies marking awards or promotions conferred upon military personnel assigned to the Staff. The following is a checklist for preparing and carrying out such ceremonies.

The cognizant Staff officer for arranging ceremonies will be the Executive Assistant to the Director (EA-D/ICS).

ICS Personnel, the individual's Office chief, or the individual him/herself will promptly notify EA-D/ICS that an award or promotion is in hand or forthcoming.

EA-D/ICS will consult with the individual to ascertain his/her preferences concerning a ceremony, to include: date and time, guest list, and photographer.

EA-D/ICS will provide D/ICS background information on the individual's career, action recognized by the award (as applicable), and names of family members and other guests attending.

ICS Personnel will provide EA-D/ICS with promotion orders, or award citation and insignia, as applicable. For promotions, the individual will provide EA-D/ICS with rank insignia.

At EA-D/ICS request, ICS Security will make necessary preparations for handling of guests.

At EA-D/ICS request, C/AS will arrange for the services of a photographer.

Depending upon the number of guests and Staff attending, the ceremony will ordinarily be held either in 6W02 or in D/ICS's office.

The sequence of events for ceremonies will be as follows:

-- EA-D/ICS is responsible for setting up the ceremony room prior to the event, including reserving seats for guests, ensuring proper placement of flags (as looked at: US on left, ICS next, personal on right), and ensuring appropriate background for photographs.

-- Guests arrive [] and are escorted to the sixth floor by the individual receiving award/promotion, or others as requested by EA-D/ICS. Family members will be escorted to a waiting area on the sixth floor designated by EA-D/ICS (generally an office in 6N or D/ICS office). Other guests will be escorted to the ceremony room and seated.

STAT

-- Just prior to start of ceremony, EA-D/ICS or other officer as designated, escorts individual and family into ceremony room and seats them.

-- D/ICS enters ceremony room, and opens ceremony with comments.

-- D/ICS requests assisting officer (EA-D/ICS or other military officer as designated in consultation with individual receiving award/promotion) to read the citation or promotion orders.

-- Assisting officer begins by saying, "Attention to orders. All please stand," then reads citation/promotion orders. Upon finishing, assisting officer says, "Please be seated."

-- If an award, D/ICS will then present it to the individual. If a promotion, D/ICS will invite individual's spouse or other designated guest to pin on one new insignia while D/ICS pins on the other.

-- The photographer will be asked to take photographs (badges are to be removed for photographs).

-- D/ICS will invite the individual to make remarks if desired.

-- D/ICS will lead guests and Staff in congratulating individual and family in receiving-line fashion.

The individual and EA-D/ICS will escort guests out of the building.